



GOA UNIVERSITY

Sub-Post Office Taleigao Plateau Goa - 403 206

For Office Use Only											
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Transcript No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone: 6519219

Email: argeneral@unigoa.ac.in

Enrolment No. :

1. Degree Received: _____

2. Name (As per HSSC Mark Sheet in Block Letters, Leave one blank between words):

3. Correspondence Address :

 Pin Code:

4. Contact Phone No.:

5. Mobile No.:

6. Name of the College: _____

7. Date of Joining the College: / /

8. Date of Completion of the Course: / /

9. Specification of Elective Papers (Only for Engineering & Architecture Students)

i) _____

ii) _____

10. Specification of Projects (Only for Engineering & Architecture Students)

11. No. of Universities Applied:

12. No. of Copies of Transcripts required:

Signature of Applicant

Certified that the contents given above have been verified and found correct as per our records.

Date: _____

Signature of Principal/Dean/Head of Post Graduate Dept.

*Please see the Instructions overleaf

INSTRUCTIONS TO THE CANDIDATE/COLLEGES

A Candidate applying for Transcripts should forward his/her application through the Principal/Dean /Head of the concerned College/Department.

1. A xerox copy of all marksheets and Convocation Degree Certificate verified and attested by the Principal of the concerned College/Head of the Department of the University should be submitted along with his/her application for transcripts. The application for issue of transcript should be signed by the Principal/Dean/Head of the Concerned College/Department.
2. The Scheme of Examination for Professional Courses should be attached by the college alongwith the transcripts
3. Students should apply at least a month in advance. Transcripts will not be sent by post.
4. The fees for issue of transcript are to be paid by Demand Draft payable at Panaji or paid by Challan at the State Bank of India, Goa University Branch situated at the University Shopping Complex/Crossed Postal Order drawn in favour of the Registrar, Goa University at the following rates:
 - i. Issue of Transcripts for Professional Programmes - Rs. 330/- per copy
 - ii. Additional copies for Professional Programmes - Rs. 330/-per copy
 - iii. Issue of Transcripts for General Education Programmes - Rs. 220/-per copy
 - iv. Additional copies for General Education Programmes - Rs. 220/- per copy
 - v. Attestation of Academic Record (WES and any other certificates) - Rs. 330/- per copy
 - vi. Medium of Instruction Certificate - Rs.110/- per copy
5. Challans are available at the Academic Section of the University. One copy of the Challan should be submitted with the application form.
6. For further details you may contact the Principal/Head of concerned College/Department or Academic Section on 0832-6519219 or 6519025.